



Change Order

Project: (Name)

(Address)

To: (Contractor)

Change Order Number

Change Order Date

Contract Number

Contract Date

You are directed to make the following changes in this Contract:

Not valid until signed by both the Approving Authority and Contractor.

Signature of the Contractor indicated agreement herewith, including any adjustment on the Contract Sum or Contract Time.

The original Contract Sum was\$

Net change by previous Change Orders\$

The Contract Sum prior to this Change Order\$

The Contract Sum will be: ☐ Increased ☐ Decreased ☐ Unchanged by this Change Order \$

The new Contract Sum including this Change Order will be\$

The Contract Time will be: ☐ Increased ☐ Decreased ☐ Unchanged by _____ working days

The new Contract Time will be _____ Working days

Contractor

By _____

Title _____

Date _____

Approval Recommended

Project Administrator

By _____

Date _____

Principal Architect

By _____

Date _____

Approved

Approving Authority

By _____

Title _____

Date _____

Original to: ☐ Contractor

Copies to: ☐ Region

☐ Construction Administrator

☐ OSC Accounting

☐ Architecture Administrator